

**MINUTES OF THE REGULAR MEETING OF THE  
SAN RAFAEL LIBRARY BOARD OF TRUSTEES  
TUESDAY, FEBRUARY 11, 2014  
DOWNTOWN LIBRARY MEETING ROOM  
6:00 P.M.**

**MEMBERS PRESENT:** THOMAS ALLEN (CHAIR)  
CAROL MANASHIL  
KAREN NIELSEN  
SEAN PRENDIVILLE  
MELANIE LEAVITT CANTARUTTI

**MEMBERS ABSENT:** NONE

**OTHERS PRESENT:** SARAH HOUGHTON, LIBRARY DIRECTOR  
IRENE MORALES, PICKLEWEED LIBRARIAN  
MADELINE MORK, FRIENDS OF THE LIBRARY

**APPROVAL OF AGENDA**

Agenda approved without changes unanimously on a motion by Prendiville and a second by Leavitt Cantarutti.

**APPROVAL OF MINUTES**

A slightly modified version of the January meeting minutes were approved unanimously on a motion by Nielsen and a second by Prendiville.

**PUBLIC COMMENT**

None.

**CORRESPONDENCE**

Information on the upcoming CPLA Conference was sent to the library for distribution to each Board member.

**STAFF PRESENTATION**

Irene Morales presented to the Board about several successful programs, funded through grants and the Friends of the Library, including bringing in authors to local schools, the holiday event, and local author talks. Morales thanked the Board for their ongoing support of Pickleweed Library's activities.

**REPORT FROM LIBRARY DIRECTOR**

Staffing Changes at the Library: At the February 3rd City Council meeting, the Council voted to approve the addition of the equivalent of 1.673 full time positions to the Library. This was part of an effort to transition more temporary/seasonal staff hours to regular-hire staff positions within the Library.

Network and Software Migration for Library Staff: Over the last two weeks Library staff have had our computers migrated to Windows 7 and Office 2010, and migrated to a new citywide network drive environment.

Two New eBooks Collections: To meet ever-growing demand for digital content, the Marin libraries have added two new eBooks collections that are worth checking out: 3M Cloud Library and Enki.

One Book One Marin Programs: We ask you to join us in reading the 2014 One Book One Marin selection of *Farm City: The Education of an Urban Farmer*, the bestselling memoir by Bay Area author Novella Carpenter. SRPL has numerous programs scheduled in the next few months on topics related to farming, food preservation, and gardening.

Improv at the Library: On January 23rd, library staff received a two-hour training from Los Gatos Public Library librarians on using improv skills and techniques in providing customer service.

Board Time with City Council: Over the next several months the City Council will meet with each City Board and Commission for an hour-long special session before one of their regular City Council meetings.

## **REPORTS FROM LIBRARY SUPPORT GROUPS AND OTHER RELATED GROUPS**

Friends of the Library: The special sale went well. There will be a general sale on March 15<sup>th</sup> in the Downtown Library meeting room with a preview on 3/14.

SRPL Foundation: The Foundation will be holding its third and final visioning session on Friday, February 14<sup>th</sup> and plans to present to the City Council in a special Study Session on March 17<sup>th</sup>.

Special Library Parcel Tax Committee: The committee will be meeting tomorrow, February 12<sup>th</sup>.

## **OLD BUSINESS**

Guidelines for Library Behavior – policy revision: Manashil expressed concerns about the fairness of the odor prohibition provision. The policy revision was approved on a 4-1 vote, on a motion from Prendiville and a second from Leavitt Cantarutti, with Manashil casting the dissenting vote.

Budget planning for 2014/2015: Finance did not provide draft budget documents in time for discussion at this meeting. Houghton brought a write-up of what she expected the draft budget to show – basically a flat budget for all non-personnel items. When Houghton receives additional budget documents from Finance, she will distribute them to the Board and ask for feedback.

## **NEW BUSINESS**

Library Board of Trustees – summary for City Council: Manashil and Leavitt Cantarutti volunteered to write up a one-page summary of the Board's activities for Council.

Downtown Library facilities updates: Facilities improvements to the Downtown Library are underway, including a new Circulation countertop, a lighting retrofit downstairs, a security system upgrade, and new carpeting. Additionally, the Library has had numerous leaks in the roof and also in the HVAC system that has caused mold & moderate material damage.

## **ADJOURNMENT**

Meeting adjourned at 7:13 pm.

*Respectfully submitted by Sarah Houghton*